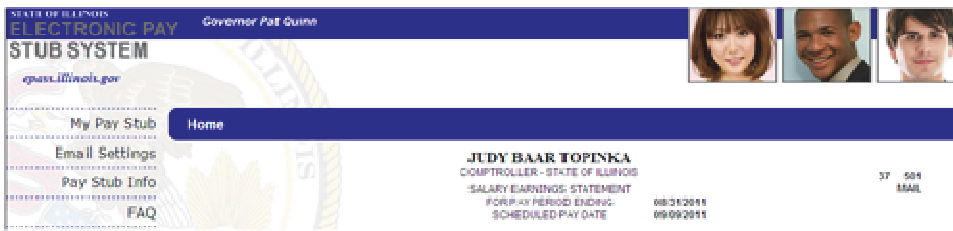


Electronic Pay Stub System (EPASS)



The Electronic Pay Stub System (EPASS) is a secure, easy-to-use web-based tool, which empowers employees to view their current and past pay stubs electronically from anywhere, at any point in time from Internet-enabled computers. In addition, EPASS maintains historical pay stub information for seven years from the date of implementation.

Please follow the instructions outlined below to login and register with EPASS. The process takes just a minute, and you will have instant, secure on-line access to your paystubs.

To access your pay stub information:

1. Link to: **EPASS.ILLINOIS.GOV** from an internet browser.
2. The State of Illinois Web Authentication Portal logon will appear on screen (*shown to the right*).
3. Click the appropriate option in the Security area:

This is a public or shared computer (recommended):

This option will set EPASS to log out automatically after a short period of inactivity in order to protect the account on shared workstations or public access computers

This is a private computer:

This option will set EPASS to log out automatically after an extended period of inactivity.

4. Select the proper Domain by clicking the down-arrow
5. Input your individual network user account (*i.e. firstname.lastname*)
6. Input your current network user account password.
7. Click the “Log On” button to open EPASS.
8. Complete the one-time “employee self registration” when prompted. **You will only need to complete this step the first time you access the system.* Your individual pay stub information will appear on screen just as it does in paper format today.

Logging off of EPASS:

1. Click the **Log Out** menu selection from the left hand navigation menu.
2. Click the **Close Window** button to close all browsers.

Logging off will assist in keeping your account secure, especially if you are using EPASS on a public workstation. For added security, clear your browser cache before exiting by selecting Tools > Internet Options; from the Internet Options dialog box, click Delete >Delete All. Click **Yes** when prompted, then click **Close**.

EPASS issues should be directed to the CMS Customer Service Center by going to **BCCS.ILLINOIS.GOV** and using our convenient online form to report a problem or by calling 217.524.4784 or 1.800.366.8768. Questions regarding pay stub, payroll data, and direct deposit should be directed to your agency appointed payroll administrator.